State of Nevada
IT Project Oversight Committee (ITPOC)

Standard

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1.0   PURPOSE

To establish a standard and forms for identifying, analyzing, and managing the risks of information technology (IT) projects in the state of Nevada.

2.0   SCOPE

This applies to all Nevada state executive branch organizations receiving, expending or disbursing state funds.

Specifically those state organizations as defined in Section 8.0, which are undertaking:

A.   Major IT projects and investments with a total cost of $500,000 or more, including the cost of state employee time;

B.   Additional requests for funding for existing IT projects that now cause the project to have a total cost of $500,000 or more; and/or

C.   IT projects and investments that are critical in nature or have major impact on a state organization.

3.0   EFFECTIVE DATES

The requirements of this standard are effective 90 days after sign-off by the Governor or his designee.

4.0   RESPONSIBILITIES

The Information Technology Project Oversight committee (ITPOC) is responsible for providing oversight to those projects as described in Section 2.0.

Heads of all Nevada state executive branch organizations are responsible for providing the required IT project information to the ITPOC for their organization's compliance with the requirements of this standard.

The IT project manager has the basic responsibility for complying with the standard. If the IT project manager is not a state employee, then a state employee must be assigned to provide oversight to this non-state IT project manager and ensure compliance with this standard.

5.0   RELATED DOCUMENTS

http://gitoc.nevada.gov/document_index.htm - Project
Policy 9.02(A) IT Project Oversight
Policy 9.04(A) Project Management
Policy 9.05(A) Project Planning
Policy 9.06(A) Risk Management

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Policy 9.07(A) Project Tracking
Policy 9.08(A) Requirements Management
Policy 9.09(A) Configuration Management
Policy 9.10(A) Project Closeout
Standard 9.03(A) Monthly Cost Schedule Report
F903_Form_Risk Assessment Questionnaire
F904_Form_Risk Management Worksheet

6.0   STANDARD

All IT project managers are required to complete the Risk Assessment Questionnaire once funding and approval of the project is received and before initiation of the project. The project manager will submit the completed questionnaire to the IT Project Oversight Committee (ITPOC) for review.

The ITPOC will generate and return a Risk Assessment report that identifies the overall risk of the project and the scheduled risk reporting requirements for the project. This will be either monthly or quarterly depending on the overall risk level of the project. A Risk Management worksheet will also be generated that will identify the risks the project manager must analyze, manage, update and submit to the ITPOC, per the identified reporting schedule.

The ITPOC is responsible for reviewing the risk of all IT projects as defined in Section 2.0 on a regular basis. If any IT project is judged to be at serious risk for issues such as excess cost, delay, or lack of resources, the Governor or his designee shall be notified.

If an IT project is judged to be at serious risk for issues such as excess cost, delay, or lack of resources, the IT project manager must present a corrective action plan to ITPOC within 30 days.

7.0   EXCEPTIONS/OTHER ISSUES

Exceptions to this policy must be approved by ITPOC and the Chief Information Officer (CIO).

8.0   DEFINITIONS

8.1   State Organization: departments, divisions, agencies, bureaus, units, commissions, boards, or institutions

8.2   Information Technology Project: a project for a major computer, telecommunications or other information technology improvement with an estimated cumulative cost of $500,000 or more and includes any such project that has proposed expenditures for: (1) new or replacement equipment or software; (2) upgrade improvements to existing equipment and any computer systems, programs, or software upgrades therefore; or (3) data or consulting or other professional services for such a project.

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8.3   <u>Qualified Project Manager</u>: An individual who has at least five-years experience in all aspects of IT project management. Must have proven experience with managing large, complex IT projects to acceptable completion.

Approved By		
Title	**Signature**	**Date**
ITPOC Committee Chair	Signature on File	05/09/02
NV IT Operations Committee Chair	Signature on File	05/09/02
Governor/Governor's Representative		

Document History		
Revision	**Date**	**Change**
(A)	5/09/02	Initial release.